We have received donations of new headphones from Donors Choose. These headphones will help students take classes and do other educational things on the computer which require the use of sound. The headphones are a necessity so that students can do their work without disturbing others.

We are going to write thank you notes to Mr. **Timothy**, our donor, for supporting our school media center. Follow these instructions exactly.

1. Write a thank you note on a piece of paper. Have either Mrs. Gardner or Mrs. Williams proof read the note.
2. After the note has been approved, get a thank you note card from Mrs. Gardner or Mrs. Williams.
3. Write your thank you note message on the note card.

\*Write the date on the upper right of the card.

\*Write Dear Mr. Timothy,

\*Write your message.

\*Sign with your **first** name only.

EXAMPLE

March 25, 2010

Dear Mr. Timothy,

Thank you so much for the headphones. I would like to take French next year. Spanish is the only foreign language offered at my school. I will be able to take French next year in the media center thanks to your gift.

The headphones are truly appreciated by everyone! Thanks so much!

Karen